

Thousand Islands Bridge Authority  
Friday, January 27, 2023, 10:30 A.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Natalie Kinloch, Vice-Chairwoman  
Robert J. Storms, Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Richard Iglinski, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Barry Ormsby, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bill Moulton, Director, Bridge Facilities Operations & Maintenance  
Bryan Olson, Manager, Finance & Administration  
Patrick Labiendo, Manager, Safety & Security  
Susan Mowers, Manager, Information Technology  
Brian Salisbury, Director, Boldt Facilities Operations, Maintenance  
& Construction  
Keri Jobson, Boldt Facilities Operations Manager  
Perry Jackson, Toll Department Operations Manager  
Corey Fram, Director of Tourism (TIRTDC)

**ALSO**

**MEDIA** 1

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Robert J. Storms, seconded by Barry Ormsby, the minutes of the meeting held on December 16, 2022, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick introduced Perry Jackson, Toll Operations Manager and presented Mr. Jackson with his forty (40) years of service pin. Mr. Sturick introduced Corey Fram, Director of Tourism, Thousand Islands Regional Tourism Development Corporation (TIRTDC) who presented an overview of the budget for the TIRTDC and a look ahead of the 2023 season. Mr. Fram

reported the proposed TIBA portion of the Budget for 2023 is \$333,000 which represents in-kind contributions for staff wages, benefits and building occupancy & upkeep.

**Executive Committee - Proposed Resolution No. 25:** Mr. Walton read the following resolution which was moved by Natalie Kinloch, seconded by Barry Ormsby and duly adopted.

**SEE ATTACHMENT 1**

**FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of December 31, 2022, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$10,706,754 compared to \$9,408,887 for the prior fiscal year representing an increase of \$1,297,867 or 13.79% above the previous period. Mr. Olson reported Total Facilities to date of \$61,105,364 compared to \$63,699,830 for the prior fiscal year, representing a decrease of \$2,594,466 or 4.07% below the previous period. Mr. Olson reported Total Assets to date of \$79,473,886, compared to \$79,507,179 for the prior fiscal year, representing a decrease of \$33,293 or 0.04% below the previous period. Mr. Olson reported Payables total to date of \$11,153,070 compared to \$11,023,558 for the prior fiscal year, representing an increase of \$129,512 or 1.17% above the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$99,064 compared to \$183,066 for the prior fiscal year, representing a decrease of \$84,002 or 45.89% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,745,666, compared to \$54,970,032 for the previous fiscal year, representing an increase of \$775,634 or 1.41% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$8,082,909 versus \$6,162,369 for the previous period representing an increase of \$1,920,540 or 31.17% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$5,660,946 versus \$4,998,807 for the previous period representing an increase of \$662,139 or 13.25% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$28,420 versus (\$15,072) for the previous period representing an increase of \$43,492 or 288.56% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$2,393,543 versus \$1,178,635, for the previous period representing an increase of \$1,214,908 or 103.08% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$1,191,070 as compared to \$629,735 the previous period representing an increase of \$561,335 or 89.14% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through December 31, 2022, is recorded at (\$72,933) as compared to (\$770,695) for the previous period representing an increase of \$697,762 or 90.54% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$4,216,009 compared to \$3,122,228 for the previous period representing an increase of \$1,093,781 or 35.03% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,139,490 compared to \$2,919,235 for the previous period representing an increase of \$220,255 or 7.54% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$1,076,519 as compared to \$202,992 for the prior year, representing an increase of \$873,527

or 430.32% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through December 31, 2022, is \$1,003,586 compared to (\$567,702) for the prior fiscal year, representing an increase of \$1,571,288 or 276.78% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue (Loss) plus the adjustment for non-cash cost of depreciation reflects total funds available of \$3,402,896 compared to \$1,931,658 the prior fiscal year, representing an increase of \$1,471,238 or 76.16% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$59,382, compared to \$22,385 for the previous year representing an increase of \$36,997 or 165.27% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$246,200 compared to \$440,124 representing a decrease of \$193,924 or 44.06% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$305,581 compared to \$462,509 for the prior year, representing a decrease of \$156,928 or 33.93% below the previous year. In terms of Net Increase (Decrease) in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$3,097,315 compared to \$1,469,149 for the prior fiscal year, representing an increase of \$1,628,166 or 110.82% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for December 31, 2022, reported \$8,880 for the month and year to date expenses totaling \$16,641.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of December 31, 2022, a motion to accept the financial

report was moved by Richard Iglinski, seconded by Douglas D. Dier and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated December 31, 2022, noting the Total TIBA\*FBCL Projects Budget is \$50,000, with the obligated amount being \$21,885 and incurred to-date of \$21,885 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$538,000 with the obligated amount being \$59,382 and incurred to-date of \$59,382 and a balance due of zero. Mr. Olson reported Total Bridge Facilities Projects Budget is \$588,000, with the obligated amount being \$81,267, incurred to-date of \$81,267 and a balance due of zero. Mr. Olson reported Total Boldt Facilities Projects budget is \$510,000 with the obligated amount being \$246,200 and incurred to-date of \$246,200 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2022-2023 is \$1,098,000 with the current obligated amount being \$327,467 and incurred to-date of \$327,467 and a balance due of zero.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated December 31, 2022, in detail noting investments totaling \$10,706,754 with an average interest rate of 1.80% versus .08% in 2021. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or greater than the required minimum (100%).

Bridge Facility Vehicle Traffic & Revenue Comparison:

31 Days of December (2022-2023 compared to 2021-2022)

		<u>FY2022/2023</u>		<u>Increase (Decrease)</u>		<u>Percent Change</u>
FY22-23	Total Vehicles	110,488	-	23,515	-	27.0%
	Total Revenue	\$664,958	-	\$77,875	-	13.3%

10 Months March/December (2022-2023 compared to 2021-2022)

		<u>FY2022/2023</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
FY22-23	Total Vehicles	1,454,075	- 489,537	- 50.8%
	Total Revenue	\$8,163,226	- \$1,933,107	- 31.0%

14 Days January (2022-2023 compared to 2021-2022)

		<u>FY2022/2023</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
FY22-23	Total Vehicles	52,220	- 19,692	- 60.5%
	Total Revenue	\$305,883	- \$66,182	- 27.6%

Mr. Sturick reported total passenger traffic for December of fiscal year 2022/2023 is down 16.5% compared to total passenger traffic for December of fiscal year 2019/2020. Mr. Sturick reported that total passenger traffic for the first ten (10) months of fiscal 2022/2023 is down 25.2% compared to the first ten (10) months of fiscal 2019/2020. Mr. Sturick reported that total passenger traffic for the first fourteen (14) days of January 2023 is down 3.2% compared to the first fourteen (14) days of January 2019. Mr. Sturick reported that total commercial traffic for the first fourteen (14) days of 2023 is up 1.4% compared to the first fourteen days of January 2019.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD December 2022 and December 2021. Mr. Sturick reported total crossings for YTD December 2022 and December 2021 were 1,592,375 compared to 1,080,928 the previous period YTD representing an increase of 511,447 or 47.3% above the previous period.

**Approval/Ratification of Routine and Special Expense Payments –**

**Proposed Resolution No.26:** Mr. Sturick read the following resolution which was moved by Robert J. Storms, seconded by Thye Lee and duly adopted.

**SEE ATTACHMENT 2**

**Budget Amendment – Proposed Resolution No. 27:** Mr. Olson read the following resolution which was moved by Natalie Kinloch, seconded by Richard Iglinski and duly adopted.

**SEE ATTACHMENT 3**

**Employee Retirement Purchase and Fund Withdrawal Authorization –**  
**Proposed Resolution No. 28:** Mr. Sturick read the following resolution which was moved by Natalie Kinloch, seconded by Barry Ormsby and duly adopted. Further discussion ensued and Mr. Dier asked Mr. Sturick for a copy of the plan document to review and Mr. Sturick said that he would send a copy. Mr. Sturick further reported that William Tremont, Senior Vice President – Financial Advisor from RBC Wealth Management of Watertown, NY, will make a presentation to the board at the March 24, 2023 board meeting. Mr. Sturick reported that RBC Wealth Management manages the investments for the TIBA Defined Benefit Pension Plan. Mr. Sturick reported Mr. Tremont will present to introduce himself, what his firm does, review past performance of the plan and a look ahead for where he thinks the market is headed and RBC's strategy. Mr. Sturick reported that any information that Mr. Tremont provides prior to his presentation, he will forward to the members prior to the March 24, 2024 board meeting.

**SEE ATTACHMENT 4**

**Thirteenth Amendment to the Thousand Islands Bridge Authority Employees' Retirement Benefit Trust (as Amended and Restated Effective March 1, 2016) – Proposed Resolution No. 29:** Mr. Sturick read the following resolution which was moved by Douglas D. Dier, seconded by Richard Iglinski and duly adopted.

**SEE ATTACHMENT 5**

**Property & Casualty Insurance Consulting Services Agreement - Proposed Resolution No. 30:** Mr. Olson read the following resolution which was moved by Douglas D. Dier, seconded by Thye Lee and duly adopted.

**SEE ATTACHMENT 6**

**Bridge System Consulting Engineers Retainer & Service Agreement – Proposed Resolution No. 31:** Mr. Sturick read the following resolution which was moved by Thye Lee, seconded by Robert J. Storms and duly adopted.

**SEE ATTACHMENT 7****PROJECT REPORTS****Bridge Facilities****Operations and Maintenance Activities**

Mr. Moulton reported that the staff have been working on maintenance items such as snow removal and equipment maintenance. Mr. Moulton reported that on December 23, 2022 and December 24, 2022 a winter storm caused high winds, blowing snow, road closures, bridge restrictions and power outages. Mr. Moulton reported due to the storm, the generator located at the Utilities and Services Building on the Canadian side was not performing correctly which could of resulted in no water supply to CBSA or the Duty Free Store. Mr. Moulton



reported that the fuel pump went down during the storm which resulted in an employee traveling to the U.S. side to get fuel for the plow trucks. Mr. Moulton reported that the staff went above and beyond with their duties during the winter storm. Mr. Moulton reported that they were able to get the generator repaired. Mr. Moulton reported that the supply chain is still an issue which has resulted in not being able to get parts to fix the equipment and at times parts have to be ordered from a company overseas which takes a while to arrive. Mr. Moulton reported the final reports for the Follow-Up Inspection of the 2022 U.S. Crossing and the Detailed Inspection of the Canadian Crossing have been received from Parsons Transportation Group. Mr. Moulton reported that letters have been sent to the individuals who worked seasonal for TIBA in 2022 to see if they will be returning for the 2023 Bridge Painting Program. Mr. Moulton reported that they will start advertising for the seasonal positions around February 1, 2023. Mr. Moulton reported TIBA staff is currently reviewing the four (4) different layout options that Barton & Loguidice, D.P.C. provided for the U.S. maintenance shop fueling station replacement project installation. Mr. Moulton reported that there is one (1) stay cable from the U.S. Bridge and one (1) from the Canadian Bridge at Wire Rope Works, Inc. of Williamsport, PA, for testing.

#### Safety, Security & Wellness

Mr. Labiendo reported no new injuries in the past month with one (1) open claim. Mr. Labiendo reported on Friday, December 23, 2022 and Saturday, December 24, 2022, high winds and blowing snow were experienced which resulted in commercial vehicles less than 60,000 lbs. in gross vehicle weight and other high profile vehicles being restricted for approximately twenty-four (24) hours. Mr. Labiendo also reported that the staff went above

and beyond their duties. Mr. Labiendo reported that there were a few travelers heading south to Florida pulled over on Wellesley Island and staff went and got them and took them to the North Country Welcome Center to be more comfortable with their families. Mr. Labiendo reported that the communication went well with the outside agencies during the storm. Mr. Labiendo thanked the FBCL staff for the emails that he received thanking TIBA staff for a job well done. The board members also thanked the staff for going above and beyond their duties during the snowstorm. Mr. Labiendo reported that Mr. Moulton and he are working with representatives from the Canadian Immigration office renewing the working permits for the U.S. staff who also work in Canada. Mr. Labiendo reported that when renewing the permits, TIBA is required to provide proof that no job is being taken from a Canadian citizen. Mr. Labiendo reported once the permits are complete, the employee is scheduled for an appointment with the Canadian Immigration office to provide identification and sign the document prior to being issued the working permit. Mr. Labiendo reported that he continues scheduling group staff training for review of the Emergency Response Plan, security awareness and the NYS mandatory sexual harassment training. Mr. Labiendo reported that the sexual harassment training is required for all staff and management, including board members. Mr. Labiendo reported that he would be providing the link to Ms. Trickey to forward to the board members. Mr. Labiendo reported that any board member that has already taken the training can forward a copy of the completion certificate to Ms. Trickey.

## **Other Facilities and Programs**

### Boldt Facilities

Ms. Jobson reported that all the welcome back letters have been mailed to the returning Boldt Facilities staff for the 2023 operating season and advertising for the vacant positions will take place soon. Ms. Jobson reported that she has been working on after hour event inquiries for the 2023 operating season. Ms. Jobson reported that the boat tour operator's 2023 schedules for stopping at the Boldt Facilities is similar to the 2019 schedules prior to the pandemic. Ms. Jobson reported that Ms. Bieber has been receiving some merchandise for the 2023 operating season and has been processing the merchandise. Ms. Jobson reported that Ms. Bieber has been meeting with food vendors in preparation of the 2023 operating season. Ms. Jobson reported forty-three (43) weddings are scheduled for the 2023 operating season and three (3) weddings are scheduled for the 2024 operating season. Ms. Jobson reported that the Boldt Facilities will open Saturday, May 13, 2023 for the 2023 season. Mr. Salisbury reported an individual donated a 36-volt DC generator from the early 1900's which came without the six (6) glass batteries. Mr. Salisbury reported that he and Mr. Garceau recently traveled to Pennsylvania to pick up the six (6) batteries needed for the generator that a gentleman donated. Mr. Salisbury reported staff have been getting the generator and battery display ready. Staff have also replaced the brakes in two (2) golf carts, built merchandise displays for the gift shop, are building six (6) round windows for Boldt Castle and six (6) picnic benches, rebuilding Boldt

benches, performing inspections and repairs of tools and equipment and did some upgrades to lighting at the White House.

### **OTHER MATTERS**

Mr. Sturick reported that Mr. Olson and he completed a separate scoring matrix on the two (2) proposals received for external auditing services for TIBA and have agreed on the proposal from Bowers & Company CPAs, PLLC of Watertown, NY. Mr. Sturick reported that the background information on Bowers & Company CPA's was sent to the board members to review and the members agreed that this company was a good choice. Mr. Sturick reported that Crowley & Halloran, CPA's have been notified of the change. Mr. Sturick reported that TIBA has had a long-established relationship with both firms the past fourteen (14) years. Mr. Sturick reported that Crowley & Halloran, CPA's, P.C. have been the external auditors and Bowers & Company CPA's the internal auditors. Mr. Sturick reported that there would be a proposed resolution to change Crowley & Halloran CPA's, P,C, to Bowers & Company CPA's at the February 24, 2023 board meeting. Mr. Ormsby reported that his son who is a CPA, is currently working for Bowers & Company CPA's as a manager in the tax department but is not a partner currently. Mr. Sturick reported that the new toll rates will be effective March 1, 2023. Mr. Sturick reported that letters have gone out to the Honorable Carl E. Heastie, Speaker of the Assembly and the Honorable Andrea Stewart-Cousins, President Pro-Tempore of the Senate regarding the Rules and Regulations Amendments. Mr. Sturick reported as of this date, TIBA hasn't received any public comments regarding the toll rate changes. Mr. Sturick reported that the public will have the opportunity to attend the February 24, 2023 board meeting to make any

comments regarding the toll rate increases. Mr. Sturick reported that Gerald Huck a long time board member of the Thousand Islands Regional Tourism Development Corporation (TIRTDC) who retired on December 31, 2019, passed away on December 25, 2022. Mr. Sturick reported that Micheline Dubé and Jacques E. Pigeon, past board members will be attending the February 24, 2023 meeting. Mr. Sturick reported that board photos will be taken after the meeting.

With no other business, a motion to adjourn the meeting was made Robert J. Storms and seconded by Barry Ormsby and unanimously carried.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, February 24, 2023, @ 10:30 am, in the American Administration Building.

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Secretary

## ATTACHMENT 1

### **RESOLUTION NO. 25**

### **RE: EXECUTIVE COMMITTEE**

The following resolution was moved by Natalie Kinloch, seconded by Barry Ormsby and duly adopted.

WHEREAS, due to schedule conflicts, the probability of inclement weather, etc., there is the possibility of being unable to have a quorum at regularly scheduled or special meetings, and

WHEREAS, it is desirable to have a group with authority to act on matters which require action between meetings,

NOW THEREFORE BE IT

RESOLVED, that an Executive Committee of this Authority be and the same hereby is created and named, the members of which shall consist of not less than three (3) members of this Authority who, when called for a meeting of such committee in the following order of priority, to wit:

1) Chair Bruce Armstrong, 2) Vice Chair Natalie Kinloch, 3) Secretary Treasurer Robert J. Storms 4) Assistant Secretary Treasurers Richard Iglinski, 5) Thye Lee, 6) Douglas D. Dier, 7) Barry Ormsby shall indicate their availability, and of which a majority of those attending, but in no event less than three (3), shall be a quorum; that such Executive Committee be and it hereby is authorized to the fullest extent permitted by law to exercise between meetings of this Authority all of the powers of this Authority, including all executive, administrative and ministerial acts, but excluding the power to establish policy, and such powers are hereby delegated to such committee for that purpose, and such committee is hereby instructed and required to report all action taken by it hereunder at the next duly constituted meeting of the Authority to the end that the same may be either approved and ratified or otherwise acted upon by a quorum of the full Authority.

**ATTACHMENT 2**

**RESOLUTION NO. 26**

**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS  
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Robert J. Storms, seconded by Thye Lee and duly adopted.

WHEREAS, the below listed requisitions and vouchers, together with invoices and other supporting documentation for routine and special expense payments made since the Authority meeting held on December 16, 2022, were available and reviewed by the Authority during the meeting held on January 27, 2023 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
12/20/22	3425	33684-33709 - US / C10347-C10356 - CD	\$ 113,884.30
12/27/22	3426	33710-33732 - US / C10357-C10359 - CD	49,325.33
01/03/23	3427	33733-33748 - US / C10360-C10366 - CD	25,593.54
01/10/23	3428	33749-33764 - US / C10367-C10378 - CD	134,786.16
01/17/23	3429	33765-33787 - US / C10379-C10389 - CD	365,773.49
01/24/23	3430	33788-33808 - US / C10390-C10396 - CD	<u>118,288.24</u>
			<u>\$ 807,651.06</u>

WHEREAS, in a similar manner, the below listed Special Expense Payments, together with invoices and other supporting documentation which require specific approval before payment is made, were available and reviewed by the Authority during the meeting held on January 27, 2023 (viz):

	<u>Amount</u>
Admar Construction Equipment & Supplies - Supplies for Air Compressor	\$ 2,478.24
Allegiance Trucks - Repairs to Plow Truck #3	1,111.58
Barton & Loguidice, D.P.C. - Professional Services for the U.S. Maintenance Shop Fueling Station Replacement Project	22,315.00
CDW Government	
- Laptop for Administration	1,435.11
- Cisco Smartnet Service Agreement for U.S. & Canadian Toll	7,511.92
Cheney Tire, Inc. - Tires for Plow Trucks	2,640.96
Griffin Greenhouse - Supplies for the 2023 Growing Season	3,972.96
MTE Equipment Solutions, Inc. - Supplies for Lawn Mower	1,509.84
Parsons Transportation Group - Retainer & Overweight Permits	
- December 2021 - February 2022	2,937.00
- March 2022 - May 2022	12,785.00
- June 2022 - August 2022	10,508.00
Proforma - 2023-2024 Bridge Calendars (5,000 copies)	7,996.37

Pomerville's Septic Services, Inc. - Pumped Septic at AMMEX	1,440.00	
Thousand Islands Regional Tourism Development Corporation (TIRTDC)		
- Reimbursement for Cost Incurred for 2023-2024 Calendar Mailing	2,615.89	
Transcore		
- Quote for Equipment Replacement for U.S. Lanes due to Lightning Strike on September 19, 2022	38,039.02	
- Quote for Surge Protection Equipment at U.S. & Canadian Toll	5,583.83	
HTS Engineering Ltd. - HVAC Preventative Maintenance Service (CBSA)		
- HVAC Preventative Maintenance Service (CBSA) for October 2022 & December 2022	10,813.73	CD
- Repaired Boiler #1 (CBSA)	3,971.85	CD
REL Controls - Service Agreement Quarter Ending December 31, 2022 (CBSA)	6,377.72	CD
	<u>146,044.02</u>	
	<u>\$ 146,044.02</u>	

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

RESOLVED, that the Authority as it's proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3425 through No. 3430 as set forth herein, totaling \$807,651.06, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$146,044.02.



**ATTACHMENT 3**

**RESOLUTION NO. 27**

**RE: BUDGET AMENDMENT**

The following resolution was moved by Natalie Kinloch, seconded by Richard Iglinski duly adopted.

WHEREAS, the Authority on October 14, 2022, approved by Resolution No. 16, authorizing the acceptance of a proposal from Barton & Loguidice, D.P.C., for design, specification and construction management services for a replacement fueling station for two (2) 2,000-gallon above ground storage tanks and related infrastructure at the U.S. maintenance shop, and

WHEREAS, the Authority adopted budgets for fiscal year 2022-2023 did not reflect the costs of the U.S. fueling station replacement and it is anticipated that the initial design phase totaling \$60,000 will be incurred in the current fiscal year.

NOW THEREFORE BE IT

RESOLVED, the Authority hereby approves and amends the current adopted budget for fiscal year 2022-2023 in the amount of \$60,000 for the initial design phase for the U.S. fueling station replacement project.

ATTACHMENT 4

**RESOLUTION NO. 28**

**RE: EMPLOYEE RETIREMENT PURCHASE AND FUND WITHDRAWAL  
AUTHORIZATION**

The following resolution was moved by Natalie Kinloch, seconded by Barry Ormsby and duly adopted.

WHEREAS, in accordance with the policies and procedures of the TIBA Employees Retirement Plan (The Plan), Judy Agar, the Distribution Coordinator for the Thousand Islands Regional Tourism Development Corporation with twenty-eight (28) years of service, gave written notice under the date of December 21, 2022, of her desire to receive retirement benefits, effective May 1, 2023, and

WHEREAS, a calculation shall be requested for Judy Agar's chosen form of retirement payment under The Plan by the Executive Director, who serves as Plan Administrator, and

WHEREAS, the Executive Director has determined that it would be in the best interest of the Authority in this financial climate not to purchase an annuity retirement benefit but rather to make monthly payments through the previously established Payor Account and custodian account for Judy Agar's chosen form of retirement payment option with an effective date of May 1, 2023, and the necessary funds to commence such annuitized payments withdrawn from The Plan.

NOW THEREFORE BE IT

RESOLVED, the Authority, as Trustees of the TIBA Employees Retirement Plan (The Plan), hereby authorizes the Executive Director, as The Plan Administrator, to seek a calculation of benefits for the retirement payments for the benefit of Judy Agar, and

FURTHER BE IT

RESOLVED, the Plan Administrator is hereby authorized to deposit monies into the Payor Account to commence annuitized payments for the benefit of Judy Agar, to be effective May 1, 2023, and to withdraw the necessary funds from The Plan to be deposited in said account, and

FURTHER BE IT

RESOLVED, that upon completion of the actions authorized herein, the Executive Director, as Plan Administrator, shall report same for ratification at the next regular monthly meeting of this Authority.

ATTACHMENT 5

**RESOLUTION NO. 29**

**RE: THIRTEENTH AMENDMENT TO THE THOUSAND ISLANDS BRIDGE  
AUTHORITY EMPLOYEES' RETIREMENT BENEFIT TRUST (AS AMENDED  
AND RESTATED EFFECTIVE MARCH 1, 2016)**

The following resolution was moved by Douglas D. Dier, seconded by Richard Iglinski and duly adopted.

WHEREAS, the Thousand Islands Bridge Authority (the "Employer") heretofore established a defined benefit pension plan known as the Thousand Islands Bridge Authority Employees' Retirement Benefit Trust (the "Plan"), and

WHEREAS, under the terms of the Plan, the Employer has the ability to amend the Plan, and

WHEREAS, after consultation with the Employer's Plan actuary and consultant, BPAS Actuarial and Pension Services, Syracuse, New York, it was determined that the Plan should be updated to be current with regulations and provisions as required by the SECURE Act and CARES Act, and

NOW THEREFORE BE IT

RESOLVED, effective as of December 31, 2022, the Employer in accordance with the provisions of the Plan pertaining to amendments thereof, hereby amends the Plan to provide as follows:

A. Required Minimum Distributions

In defining Required Beginning Date or determining required minimum distributions, any references to age 70-1/2 are replaced with: age 70-1/2 (for Participants born before July 01, 1949) or age 72 (for Participants born after June 30, 1949).

Notwithstanding the foregoing, any required actuarial increases under Code section 401(a)(9) will begin on April 01 following the calendar year in which the Employee attains age 70-1/2 (January 01, 1997, in the case of an Employee who attains age 70-1/2 prior to 1996) and will end on the date on which benefits commence after retirement in an amount sufficient to satisfy Code section 401(a)(9).

B. Disaster or Coronavirus-Related Relief

Notwithstanding any provision of the Plan to the contrary, the Plan may grant temporary disaster or coronavirus-related relief in compliance with Code sections 1400M and 1400Q, section 15345 of the Food, Conservation, and Energy Act of 2008, section 702 of the Heartland Disaster Tax Relief Act of 2008, section 502 of the Disaster Tax Relief and Airport and Airway Extension Act of 2017, section 11028 of the Tax Cuts and Jobs Act of 2017,

section 20102 of the Bipartisan Budget Act of 2018, subtitle II of Division Q of the Further Consolidated Appropriations Act, 2020, section 2202 of the Coronavirus, Aid, Relief and Economic Security Act, and Title III of Division EE of the Consolidated Appropriations Act, 2021 ("Applicable Law"). This Section only applies to the extent the Plan has provided some or all of the relief listed below in compliance with Applicable Law.

#### A. Qualified Distributions

I. "Qualified Distribution" means a distribution to a qualified individual within the applicable time periods as defined in the relevant sections of Applicable Law which may not exceed \$100,000 in aggregate from all plans maintained by the Employer.

II. If the Plan permits rollover contributions, at any time during the 3-year period beginning on the day after the Qualified Distribution was received, an individual may contribute as a rollover to the Plan an aggregate amount that does not exceed the amount of the Qualified Distribution.

III. If the Plan permits rollover contributions, an individual who received a withdrawal for the purchase of a home, but could not use the withdrawal amount due to the disaster, may contribute as a rollover to the Plan an aggregate amount that does not exceed the amount of the withdrawal amount within the applicable time periods as defined in the relevant sections of Applicable Law.

#### B. Expanded Loan Provisions

I. The maximum loan limit under Code section 72(p)(2)(A) may be applied by substituting "\$100,000" for "\$50,000" and substituting "the present value" for "one-half the present value" under the Loan Procedures for a qualified individual within the applicable time periods as defined in the relevant sections of Applicable Law.

II. The loan repayment may be delayed for 1 year for a qualified individual within the applicable time periods as defined in the relevant sections of Applicable Law.

III. Subsequent repayments will be adjusted to reflect the 1-year delay and any interest accrued during such delay.

IV. The 1-year delay will be disregarded in determining the 5-year maximum term of loans under Code section 72(p)(2)(B) and (C).

FURTHER BE IT

RESOLVED, that the Executive Director acting as the Plan Administrator be and is hereby authorized and directed to execute, make and file the amendments to the Plan as set forth herein and to communicate the amendments to the participants in the Plan.

**IN WITNESS WHEREOF**, The Employer has caused the Thirteenth Amendment to be executed by a duly authorized person this \_\_\_\_ day of \_\_\_\_\_, 2023.

**WITNESS**

**Thousand Islands Bridge Authority**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ATTACHMENT 6**

**RESOLUTION NO. 30**

**RE: PROPERTY & CASUALTY INSURANCE CONSULTING  
SERVICES AGREEMENT**

The following resolution was moved by Douglas D. Dier, seconded by Thye Lee and duly adopted.

RESOLVED, that the Property & Casualty Insurance Consulting Services Agreement (hereinafter "Agreement") between this Authority and Alterity Group LLC (hereinafter "Consultant"), formerly Commercial Insurance Consultants, Inc. of Amherst, New York as last amended by Resolution No. 33, adopted at the regular meeting held on January 28, 2022, to be effective March 1, 2023, be extended with the following conditions (viz):

- 1) The term of the Agreement shall be from 3/1/23 through 2/29/24.
- 2) The annual fee is set at \$5,000 to facilitate the review and recommendation of the renewal of the Property and Casualty Insurance Program in 2023.
- 3) If market conditions are such that the Consultant recommends, and the Authority agrees to a full Request for Proposal would materially improve the Authority costs of the general insurance proposal, the additional fee for such services would be \$5,000.

FURTHER BE IT

RESOLVED, that the Executive Director is hereby authorized, empowered and directed to execute the Agreement with the Consultant, in the form presented at this meeting on behalf of the Authority; and

FURTHER BE IT

RESOLVED, that the power and authority granted to the Executive Director herein shall be deemed the proper act and deed of the Authority, binding the Authority to the terms of the Agreement.

**ATTACHMENT 7**

**RESOLUTION NO. 31**

**RE: BRIDGE SYSTEM CONSULTING ENGINEERS RETAINER & SERVICES AGREEMENT**

The following resolution was moved by Thye Lee, seconded by Robert J. Storms and duly adopted.

RESOLVED, that the Consulting Engineers Retainer and Services Agreement (hereinafter "Agreement") between this Authority and Parsons Transportation Group of New York, Inc., as last amended by Resolution 38, at the regular Authority meeting held on February 25, 2022, to be effective March 1, 2022, be extended with the following conditions (viz):

- 1) The term of the Agreement shall be from 3/1/23 through 2/29/24.
- 2) The Annual Retainer Fee shall be \$13,856.
- 3) The services for overweight commercial vehicle review, issuance of special crossing permits or denial shall be at \$51.30 per inquiry.
- 4) The Agreement "multiplier" for additional services, which may be required by the Authority, shall be 2.7. Such additional services must be specifically approved by the Authority, and

FURTHER BE IT

RESOLVED, that the Executive Director is hereby authorized, empowered and directed to execute the Agreement with Parsons Transportation Group of New York, Inc. in the form presented at this meeting on behalf of the Authority; and

FURTHER BE IT

RESOLVED, that the power and authority granted to the Executive Director herein shall be deemed the proper act and deed of the Authority, binding the Authority to the terms of the Agreement with Parsons Transportation Group of New York, Inc.